

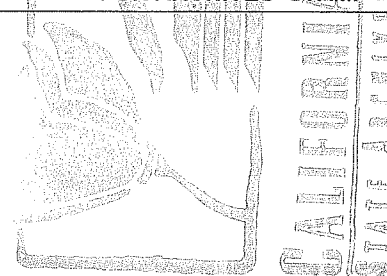
RECORDS RETENTION SCHEDULE

Submit three copies to: Department of General Services, California Records and Information Management, 707 Third St. 2nd Fl., W. Sacramento, CA 95605.

A CalRIM Consultant may be reached by phone at (916) 375-4404, by fax at (916) 375-4408 or by e-mail at CalRIM@dgs.ca.gov

(1) DEPARTMENT, BOARD OR COMMISSION Department of Alcohol and Drug Programs		(2) AGENCY BILLING CODE 05111		(3) PAGE 1 OF 3 PAGES	
(4) DIVISION/ BRANCH/ SECTION Program Services Division - FMAB (DMC Claims Unit)		(5) ADDRESS 1700 K Street, 4th Floor, Sacramento, CA 95814			
CHECK THE APPROPRIATE BOX					
(6) <input type="checkbox"/> New schedule of records that have never been scheduled. [Complete boxes (9)-(12)]					
(7) <input type="checkbox"/> Revising a previous schedule. [Complete boxes (13)-(16)] (A new approval number will be assigned.)					
(8) <input checked="" type="checkbox"/> Amending some pages of a previous schedule. [Complete boxes (13)-(16)] (The original approval number will remain in effect.)					
NEW SCHEDULE INFORMATION (If applicable)		(9) SCHEDULE NUMBER ADP 03-17(A-2)	(10) SCHEDULE DATE 7/24/06	(11) NUMBER OF PAGES	(12) CUBIC FEET (Total Schedule) 39
PREVIOUS SCHEDULE INFORMATION (If applicable)		(13) SCHEDULE NUMBER ADP 03-17 (A1)	(14) APPROVAL NUMBER 04-094	(15) APPROVAL DATE(S) 8/24/2004	(16) PAGE NUMBER(S) REVISED
(17) MISSION/FUNCTIONAL STATEMENT The mission of the Fiscal Management and Accountability Branch is to assist counties and providers to comply with State and Federal laws and regulations and for the use of allocated funds for AOD services and to enable ADP to monitor that compliance.					
PART I - AGENCY STATEMENTS					
As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on this records retention schedule, I certify that all records listed are necessary and that each retention period is correct. For revisions, all items on the previous schedule are included or accounted for on the recapitulation. Vital records identified by this schedule are protected. If protection is not currently provided but plans are underway, the details of such plans are shown in Column 45, Remarks.					
(18) SIGNATURE - MANAGER RESPONSIBLE FOR THE RECORDS Susan King		(19) TITLE Manager		(20) PHONE NUMBER (916) 323-6698	(21) DATE SIGNED 7-24-06
In accordance with Government Code 14755, approval of this Records Retention Schedule by the Department of General Services is hereby requested. Retention periods shown have been established in accordance with the criteria set forth by Section 1667 of the State Administrative Manual.					
(22) SIGNATURE - RECORDS MGMT. ANALYST Jesse Edwards		(23) CLASSIFICATION Analyst	(24) NAME (Printed or Typed) Jesse Edwards	(25) PHONE NUMBER (916) 323-2075	(26) DATE SIGNED 7/25/06
PART II - DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)					
(27) SIGNATURE - CalRIM CONSULTANT Janice C. Fendley		(28) APPROVAL NUMBER 04-094		(29) DATE SIGNED 7/27/2006	(30) EXPIRATION DATE 8/24/2009
PART III - ARCHIVAL SELECTION (Per Government Code Section 14755)					
THE ATTACHED RECORDS RETENTION SCHEDULE:					
(31) <input checked="" type="checkbox"/> Contains no material subject to further review by the California State Archives					
(32) <input type="checkbox"/> Contains material subject to archival review. Items stamped "NOTIFY ARCHIVES" may not be destroyed without clearance by the California State Archives. (Per Section 1671 of the State Administrative Manual.)					
(33) SIGNATURE - CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE Linda Johnson, McCluskey			(34) DATE SIGNED 8/10/06		

FOR ARCHIVES' STAMP



no 600 - no letter needed.

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(35) CalRIM APPROVAL NUMBER											(36) PAGE 2 OF 3 PAGES	
ITEM # (37)	CUBIC FEET * (38)	CA. STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items) (40)	MEDIA (41)	VITAL (42)	RETENTION				PRA (Exempt) & IPA (47)	REMARKS (48)	
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)			
1	39		Drug Medi-Cal Claims and Billing Information for Counties and Direct Contract Providers	P		Active 3		4	Active 7		All records contained within this schedule pertains to Drug Medi-Cal services. All items on this schedule are funded in part by the federal govt. These records must be retained for four years for auditing. (California Code of Regulations, Title 22, Social Security Division, Section 55310(a), Health Care Services)	
2			" " " " "	C		ACTIVE +7			ACTIVE +7			

* Provide total of office and departmental

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						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		

2 3. 4. 5.	1		Records Management								
			STD Form 70, Records Inventory Worksheet	P		Current			Current		Retain as current until next inventory, or when no longer needed for reference or analysis, whichever is later.
			STD Form 71, Records Transfer List	P		Current			Current		Retain as current until all records have been either destroyed, retired permanently, transferred to the State Archives, or when no longer needed whichever is later.
			STD Form 73, Records Retention Schedule	P		Current			Current		Retain as current until revised. NOTE: Although revision is required every five years from date approved by CalRIM, records retention schedules that are not revised remain in effect but are considered non-current.
6.		M	Authorization for Records Destruction (Computer Printouts)	P		4			4		Retain for two years from date destruction is authorized. Then retain two additional years or until audited, whichever occurs first (maximum of four years).
			Electronic Mail								
			A. E-mail that are categorized as official records are subject to department records retention schedule and must be retained for the same period of time as the records series that most closely matches the subject matter contained within the new e-message. If there is no entry that resembles or matches the subject matter of the e-message, the "record" should be added to the schedule as a separate series (separate item number).	M		*	*	*	*		*E-mail communications that have "official records status" are subject to department records retention schedule and must be retained for the same period of time as the records series that most closely matches the subject matter of the e-communication in question.
			B. Transitory e-Mail consists of electronic messages that are created primarily for the communication of informal information as opposed to the perpetuation or formalization of knowledge.	M		90 days			90 days		Destroy transitory e-communications when they have served their purpose.